

East Hartford Community Cultural Center

50 Chapman Place
East Hartford, CT 06108

The East Hartford Community Cultural Center has a variety of rooms available for rentals including an auditorium, dance studios and meeting rooms.

Must be booked at least two weeks in advance of your event.



Book your event today at East Hartford Parks and Recreation!

50 Chapman Place, Lower Level, East Hartford, CT 06108
860-291-7160 www.easthartfordct.gov

Parks & Recreation Department Hours of Operation:
Monday - Wednesday: 8:30AM - 4:30PM
Thursday: 8:30AM - 7:30PM
Friday: 8:30AM - 12:30PM



COMMUNITY CULTURAL CENTER FEE SCHEDULE

- *All rental fees are based on up to 4 hours of usage.*
- *Resident fees apply Monday through Thursday before 8:30 AM and after 4:30 PM and Fridays before 8:30 AM and after 1:00 PM*

Center Use

Facilities may be reserved at the Parks & Recreation Department per the following schedule:

Monday through Thursday: 9:00 AM - 10:00 PM
Friday & Saturday: 9:00 AM - 11:00 PM
Sundays: 12:00 Noon - 10:00 PM

Fee Collection

- There will be no charge for the use of meeting rooms 3, 11, 12, 101, 103, 104 and 107 during Parks and Recreation Office hours during the normal business week for residents.
- Refunds will be processed within 30 days of the event.
- The full security deposit and rental fee must be received upon application.
- Checks must be payable to "Town of East Hartford".
- Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility will result in the forfeiture of security deposit and the disapproval of further applications by the applicant.

Security Deposit

The security deposit is a separate fee in addition to the facility rental fee and is also due at the time of reservation. The security deposit is fully refundable to the primary contract signer only, assuming the facility is left in satisfactory condition and all policies have been met.

Community Meeting Rooms: 3, 11, 12, 101, 103, 104, 107

Additional Refundable Security Deposit Fee: \$100
Resident: \$60 Additional hours \$15 per hour
Non-Resident: \$80 Additional hours \$20 per hour
Business/Profit \$225 Additional hours \$57 per hour
Making Group



Auditorium

Additional Refundable Security Deposit Fee: \$300
Resident: \$200 Additional hours \$50 per hour
Non-Resident: \$300 Additional hours \$75 per hour
Business/Profit \$450 Additional hours \$113 per hour
Making Group



Large Dance Studio w/ Seating Area

Additional Refundable Security Deposit Fee: \$150
Resident: \$100 Additional hours \$25 per hour
Non-Resident: \$140 Additional hours \$35 per hour
Business/Profit \$300 Additional hours \$75 per hour
Making Group



Small Dance Studio

Additional Refundable Security Deposit Fee: \$100
Resident: \$60 Additional hours \$15 per hour
Non-Resident: \$80 Additional hours \$20 per hour
Business/Profit \$225 Additional hours \$57 per hour
Making Group



COMMUNITY CULTURAL CENTER RULES & REGULATIONS

The East Hartford Community Cultural Center will operate under the following policies in an effort to offer a variety of leisure centered community activities. As used herein, the term "applicant" shall mean the person completing this application, who will be on site during the entire rental period, and who assumes responsibility for abiding by all policies and conditions and leaving the premises in the original condition as they were found. The term "facility" shall mean the room(s) or portion of the East Hartford Community Cultural Center reserved and utilized by the applicant.

Reservation Policies:

- 1. The following must be submitted to the Parks and Recreation Department to make a reservation: completed contract, rental fees, security deposit, insurance requirements, and proper identification.**
2. Reservations must be made a minimum of two weeks in advance of requested date.
3. Town-sponsored programs receive first priority at all times. Should a Town-sponsored program require use of a reserved facility, every effort will be made to find a suitable replacement facility. Should the Town be unable to do so, however, the Town reserves the right to cancel this reservation.
4. Applicant is responsible to provide evidence of Liability Insurance (see next page for specific insurance requirements).
5. Except as set forth in below, reservations will be accepted up to one year in advance.
6. Requests for monthly reservations will be accepted up to one year at a time. Applicants may renew monthly reservations on the final month of the original application.
7. Requests for reservations that meet more than once per month will be accepted up to three months at a time. Applicants may renew reservations on the final month of the original application.
8. Requests for reservations that meet on a weekly basis may have use of facilities no more than once each week.
9. All reservations will be approved on a "first come, first served" basis.
10. East Hartford businesses may reserve facilities for social/cultural events only.
11. Reservations will be confirmed upon approval of the application.
12. The Town of East Hartford reserves the right to cancel all scheduled events due to inclement weather or other emergencies.
13. The Parks & Recreation Department reserves the right to require police officers at any given event. If police officers are required, a copy of a receipt stating that police have been hired by the applicant from the East Hartford Police Department must be received by this department at least 2 weeks prior to the event. All applicable fees pertaining to the hiring of police officers will be the responsibility of the applicant.
14. One person must be listed as the applicant. The applicant must be in attendance at the event throughout the duration of the rental period and assumes all liability.

Building Use Policies

1. Applicant is responsible for facility set-up and rearranging the facility to its original condition. Set-up and rearrangement of the facility must be completed within the start and end times of the rental period.
2. The Community Cultural Center will be closed to public use on all Town recognized holidays.
3. The Town of East Hartford will not be held responsible for any lost, damaged or stolen property brought into the Community Cultural Center.
4. There is no overnight parking allowed (except for full-time residents of the Community Cultural Center).
5. Smoking is strictly prohibited in the facility, the Community Cultural Center, the surrounding grounds and parking areas.
6. The applicant must keep the facility free of litter and to use the receptacles provided for trash disposal.
7. Should damages occur during facility use, a written report must be filed with the Parks and Recreation Department by the applicant within 24 hours.
8. Any damage or misuse of the facility will result in the automatic forfeiture of the security deposit. Should the cost of repair/cleaning exceed the security deposit, the applicant will be billed for the difference. If a deposit is not made as part of the reservation, the applicant will be billed for all damages incurred.
9. Helium balloons are not permitted in the gymnasium.
10. The applicant and guests must be considerate of other renters and the building's tenants. There shall be no running in the hallways or loud disturbances. Children must be monitored at all times. **NO LOUD MUSIC IS PERMITTED.** Music heard outside of the reserved facility will be considered too loud.
11. Food and beverages are not permitted in the auditorium, but will be allowed in meeting rooms. However, no alcoholic beverages are allowed without the express consent of the Town of East Hartford.
12. No food or beverages will be allowed in the hallways, restrooms or other common areas frequented by the public.
13. All local police, fire and other municipal ordinances and regulations governing use of facilities, as adopted by the Town Council, are hereby made part of these conditions.
14. Use of glitter and/or confetti within any rented facility is not allowed under any circumstances.
15. Use of Bounce Houses or any other inflatables is prohibited.
16. The applicant and guests must remain within the facility the applicant has rented during the duration of the rental period. Activities/gatherings may not extend into the hallways or other rooms.

Cancellations

In the event of cancellation by the applicant, \$10.00 of the rental fee is withheld as a processing fee. If the event is cancelled within 4 weeks of the scheduled date, 50% of the rental fee will be forfeited. If the event is cancelled within 2 weeks of the scheduled date, the entire rental fee is forfeited.

Third Party Use and Rental of Town of East Hartford Facilities - Liability Insurance Requirements

Thank you for your interest in using/renting a Town of East Hartford facility. Proof of liability insurance is required at the time you make your reservation.

For the Community Cultural Center Auditorium:

A 1 million dollar per occurrence General Liability policy must be in force for all profit and non profit groups. You must submit a certificate of insurance, evidencing coverage of this insurance, at the time of application. The insurance policy must be endorsed to include the following:

Description Section

The Town of East Hartford and the East Hartford Board of Education, its officials, employees, volunteers, boards and commissions are included as Additional Insured.

Certificate Holder

The Town of East Hartford and East Hartford Board of Education
740 Main Street
East Hartford, CT 06108

If there will be alcohol at your event, liquor liability insurance must be added to your liability coverage.

For the Community Cultural Center Meeting Rooms/Dance Studios:

A 1 million dollar per occurrence General Liability policy must be in force for all profit and non profit groups. You must submit a certificate of insurance, evidencing coverage of this insurance, at the time of application. The insurance policy must be endorsed to include the following:

Description Section

The Town of East Hartford and the East Hartford Board of Education, its officials, employees, volunteers, boards and commissions are included as Additional Insured.

Certificate Holder

The Town of East Hartford and East Hartford Board of Education
740 Main Street
East Hartford, CT 06108

If you are an individual, you will need to have \$100,000 of General Liability insurance in force through a homeowner or renter liability policy. A copy of the declaration page must be submitted at the time of application.

East Hartford Parks & Recreation
50 Chapman Place, Lower Level
East Hartford, CT 06108

Phone: 860-291-7160 Fax: 860-282-8239
www.easthartfordct.gov

COMMUNITY CULTURAL CENTER RENTAL CONTRACT

This contract must filled out completely and legibly. The following items must be submitted to the Parks and Recreation Department to make a reservation: this completed contract, rental fees, security deposit, insurance requirements, and proper identification.

Upon receiving this application, we will review to make certain that it is complete and that the activity is appropriate for the facility. If this application is approved, applicant will receive a reservation confirmation which is proof of reservation. If Applicant provides any false information, deposit will be forfeited.

Name of Applicant/Organization: _____ Date of Birth: *(must be 21+)* _____
If a corporation, limited liability company or partnership, use complete legal name.

Address: _____ Day Time Phone: _____ Cell: _____

Email address: _____

Person responsible for activity: _____ Phone: _____ Address: _____
If a corporation, limited liability company or partnership, indicate applicant's position, i.e. partner, member, etc. _____

Date of Rental (Day/Date): _____ Time: _____ - _____

Explain what facility will be used for (meeting, shower, etc.) _____

of persons to attend: _____ Will food be catered? ___NO ___YES If so, *health permit and insurance must be provided.*

If a performance, please indicate type of performance, entertainers involved, use of equipment, etc _____

Facilities Requested (please check those that apply):

____ Auditorium ____ Room 3 ____ Room 11 ____ Room 12 ____ Large Dance Studio/Seating Area
 ____ Room 101 ____ Room 103 ____ Room 104 ____ Room 107 ____ Small Dance Studio

Equipment Requested (please check those that apply):

Requests for equipment will be honored based on availability and a deposit may be required.

____ Microphone (auditorium only) ____ Podium ____ Screen ____ TV/DVD Player
 ____ Tables ____ Chairs COMMENTS _____

I, the undersigned applicant, have read and understand the "Community Cultural Center Rules & Regulations". It is understood that my use of the facility is subject to any or all of the conditions listed on the form titled "Community Cultural Center Rules & Regulations". I understand that the Parks and Recreation Department reserves the right to make necessary changes due to demand of space requirements and retains the right to cancel my reservation should the facility requested become unavailable for any reason. I understand that I am responsible for room set-up, as well as returning the room to its original condition by the end of my rental period.

It is hereby agreed and understood that if this application is granted, the undersigned applicant will assume responsibility for the preservation of order in the facility rented and the building in which the facility is located, the liability for any damage or loss property or person that may occur (including but not limited to any loss, damage to or destruction of the facility and personal injury including death), and the due observance of all regulations of the Parks and Recreation Department and all police, fire and Town of East Hartford laws, regulations and ordinances which govern the use of the facility. The applicant/signer of this contract must be present during the duration of the rental period (from set-up through clean-up). Additionally, I understand that no one will be allowed to enter the facility until I (the applicant) am present and I understand that I must show proper photo identification to the Parks and Recreation Department staff upon arriving on the day of my rental.

APPLICANT'S SIGNATURE DATE

PARKS & RECREATION REPRESENTATIVE DATE
The date previously mentioned above in this contract is available and approval is granted.

OFFICE USE ONLY	Approved: _____	Refundable Deposit \$ _____
	Entered in RecTrac by: _____	Base Rental Fee \$ _____
	Refund Made Date _____	Additional Fees \$ _____
	____ Fee waiver requested and received. No refund due.	TOTAL \$ _____